



Steps for Becoming an Authorized User for the Michigan Student Data System (MSDS)

Obtaining access to the Michigan Student Data System (MSDS) is a two-step process:

1. Individuals must first request access to the application through their Single Sign-On (SSO) accounts.

Note: If you do not already have an SSO account, you may register for one online at: <https://sso.state.mi.us/> by clicking the "Register" button and following the on-screen directions.

2. Individuals must send the appropriate security access form to CEPI, with the signature of the district superintendent or chief administrator.

Access to the application will be granted only when both of the above steps have been completed and verified by CEPI.

Requesting Permission through Your SSO Account

To request access to the MSDS, log in to the SSO application and follow these steps:

1. To subscribe to an application, click on the "Subscribe to Applications" link in the bottom left-hand corner of the screen.
2. You will be taken to a new screen with drop-down menus. Select the state agency which owns the application in the first drop-down (CEPI) and the desired application from the second drop-down. Select the application "Student Data System (SDS)."

3. You will then be taken to a subscription page for the application.
4. **Users with an existing MEIS account** for the application should request permission with this account information. Access will be granted matching what is assigned to the MEIS account. No new security agreement will be required.

Users with no MEIS account for the application should click on the "Subscribe w/o MEIS ID" button. These users will also need to submit a security agreement to CEPI. Access is not granted until the appropriate security agreement has been submitted to and verified by CEPI customer support.

5. Review the information and click **Confirm**.
6. You will receive a confirmation message (both on the screen and by e-mail) stating your subscription request was submitted successfully. You will receive an e-mail message once access has been granted by CEPI staff.



Completing Your Access Agreement for the Michigan Student Data System (MSDS)

Please do not return the instruction pages with your security agreement form.

This security agreement is designed so that you may complete the form on your computer by tabbing through the designated fields and typing the required information. If you do not have access to a computer, please print clearly and only in the spaces provided.

The first step in completing your security agreement is to indicate the entity for which you are selecting access.

Step 1: Enter the entity information for which you are requesting access.

1 Entity Name: Happy Valley School District **2** Entity Code: 12345

- 1. Entity Name.** In most cases, this will be the name of the local educational agency (LEA), intermediate school district (ISD), or public school academy (PSA) district. If the access request is for a non-school recipient or a PSA authorizing agency, enter the applicable name of the entity here as well.
- 2. Entity Code.** Enter the entity code which corresponds to the entity to which you are requesting access. In the case of a district, this is the district code. In the case of a school or other entity, this is the building code.

Next, provide the name and contact information of the individual who is requesting access.

Step 2: Enter the name of the designated individual whom the superintendent/PSA chief administrator authorizes to submit/edit the MSDS data for the entity indicated above.

1 Requester Name: John Smith **2** E-mail: jsmith@school.edu
3 Single Sign-On ID: smithj2000 **4** Phone: (517) 888-4444

- 1. Requester Name.** Enter the full name of the individual who is requesting access.
- 2. E-mail.** Enter the e-mail address of the individual who is requesting access.
- 3. Single Sign-On ID.** Enter the Single Sign-On ID of the individual requesting access. This ID must match the ID that was used to subscribe to the application in SSO. The requester will be notified at the e-mail address provided in his/her SSO profile when the security agreement has been processed.
- 4. Phone.** Enter the phone number where the individual requesting access can be reached.

The next step is to select the role(s) the user will perform within the application. The specific functions an

The next step is to select the role(s) the user will perform within the application. The specific functions an individual will have access to within the application are defined by his/her role(s). Individuals may have more than one role within the application; however, they cannot have more than one function type within each role. For example, an individual can have a single resolution role and must choose between approval, request or view access. The following roles are available in the Michigan Student Data System:

Role Name	Choose from the selections below. An individual may have more than one role but only <u>one</u> type per role.				
UIC Resolver		Request	View		
Certifier		Edit	View		
Supplemental Nutrition		Edit	View		
Uploader		Edit	View		
Quality Reviewer		Edit			
Auditor		Edit			
Student Search		View			

Resolution Roles

The resolution process ensures that every student in the state is assigned a 10-digit Unique Identification Code (UIC). There are two different types of resolver permissions: request and view. The functions associated with each role differ, so please review each role carefully. Users may choose one of the two resolution permissions.

- **Resolver – Request**

- ✓ Core field updates in staging area
- ✓ Download staging area data
- ✓ Request creation of UICs
- ✓ Resolve UICs
- ✓ View resolution reports
- ✓ View staging reports
- ✓ View summary information and detail

- **Resolver – View**

- ✓ View resolution reports
- ✓ View staging reports
- ✓ View summary information and detail

Certification Roles

Certification is the process wherein a responsible user reviews and ratifies data within a given collection, indicating that, to the best of his/her knowledge, the data are accurate and complete. This process includes the opportunity for the user to review summary reports and/or data portraits. The act of "certifying" a collection officially submits the data to the State for the collection.

There are two types of certification roles: Certifier and Certifier - View

- **Certifier (Edit)**

- ✓ Certify data
- ✓ Decertify data (Phase 2)
- ✓ Download certified data (Phase 2)
- ✓ Download staging-area data
- ✓ Online data corrections in staging area (non-core data fields)
- ✓ View certified reports
- ✓ View certified data (Phase 2)
- ✓ View staging reports
- ✓ View summary information and detail

- **Certifier - View**

This role is intended to grant review and download privileges to an individual other than the person(s) with the authority to certify a collection. This may be someone who is not a direct employee of the entity, e.g., a representative of the ISD of an LEA or PSA, or a PSA authorizing agency.

- | | |
|-------------------------------------|---------------------------------------|
| ✓ Download certified data (Phase 2) | ✓ View certified data (Phase 2) |
| ✓ Download staging-area data | ✓ View staging reports |
| ✓ View certified reports | ✓ View summary information and detail |

Supplemental Nutrition Roles

The supplemental nutrition roles are intended for individuals who need to access the supplemental nutrition field. Individuals granted these roles will also be able to view information about students enrolled in the entity who are directly certified for supplemental nutrition.

- **Supplemental Nutrition (Edit)**

- ✓ Edit supplemental nutrition field (Phase 2)
- ✓ View direct certification information

- **Supplemental Nutrition (View)**

- ✓ View supplemental nutrition field
- ✓ View direct certification information

Uploader Roles

- **Uploader:** Users with this role will be able to upload student data, view staging-area data and view the data collection status screen.

- | | |
|--------------------------------------|---------------------------------------|
| ✓ Online data entry | ✓ View staging reports |
| ✓ Upload data | ✓ View summary information and detail |
| ✓ View data collection status screen | |

Note: ISD users who wish to perform as uploaders for one or more of their constituent districts will need to complete a security agreement signed by the lead administrator of the district or PSA.

- **Uploader (View):**

- ✓ View/edit student data screen

Submission Roles

- **Auditor:** Users with audit privileges are authorized to audit Full Time Equivalency (FTE) count data for a specified district or set of districts within an ISD. This role is restricted to users from an intermediate school district. (Note: the audit function will not be available until Phase 2.)

- | | |
|------------------------------|------------------------|
| ✓ Audit cohort | ✓ Modify UICs |
| ✓ Audit FTE | ✓ View staging reports |
| ✓ Duplicate UIC auditor view | |

- **Quality Reviewer (Edit):** Users with this role will review the submitted data for accuracy and ensure that

the data meet the business rules for each field. (The quality review process is similar to the error check process of the SRSD.)

- | | |
|---|---|
| ✓ Download certified data | ✓ Online entry |
| ✓ Download staging area data | ✓ Transfer from certified to staging area |
| ✓ Field validation | ✓ Upload data |
| ✓ File validation | ✓ View certified reports |
| ✓ Online data corrections in staging area
(non-core data fields) | ✓ View staging reports |
| | ✓ View summary information and detail |

Other Roles

- **Student Search:** Users with this role will be able to use the student search function of the application to look-up students by UIC or by name to view student demographic data.

After roles have been selected, the individual requesting access must sign the form to confirm his/her responsibility to protect his/her identification and password from improper use (e.g., sharing login access with colleagues). Each user of the application should have his/her own SSO account and authorization.

Step 4: For the authorized individual: *Please sign below.*

I agree to protect my user identification and password from unauthorized use. I understand all access under my user ID is my responsibility.

John Smith

Signature of Individual to be Authorized

9/1/2008

Date

The name on the signature line must match the name provided on the requester name line (step 2). Otherwise, you will be required to submit a corrected agreement.

Next, the chief administrator of the entity is required to sign the form, acknowledging that the individual indicated will be responsible for the entity's data submission. If the name and title are not provided or are illegible, the form cannot be processed and you will be required to make the necessary revisions.

Step 5: For the superintendent/PSA chief administrator: *Please sign below.*

I attest that the above-named individual is authorized by me to submit data to the Michigan Student Data System for my district and that the data are current and accurate.

Happy Valley School District

Name of Entity

9/1/2008

Date

Jane Doe

Signature of Chief Administrator of Entity

Jane Doe, Superintendent

Name and Title (Printed)

The chief administrator of the entity is the individual listed as the "Lead Administrator" in the Educational Entity Master (EEM). If the names do not match, you will be asked to either update the EEM for your entity or submit a revised request.

Once the form is completed with the necessary signatures, please fax the form to CEPI customer support at 517-335-0488. CEPI staff will verify that a request has been submitted and that the information provided on the security agreement matches the request. Once verified, permission will be granted and the requester will be notified by e-mail.



Security Agreement to Access the Michigan Student Data System (MSDS)

Please type or print clearly; otherwise, the processing of your form may be delayed. Please do not include the instruction pages.

Step 1: Enter the entity information for which you are requesting access.

Entity Name: _____ Entity Code: _____

Building Level: Check the box to the right and complete the next page **only** if you are requesting access to a subset of the buildings in your district/ISD.

☐

Step 2: Enter the name of the individual whom the chief administrator of the entity authorizes to submit/edit the MSDS data for the entity indicated above.

Requester Name: _____ E-mail: _____

Single Sign-On ID: _____ Phone: _____

Step 3: From the selection below, select the role(s) which this individual will perform in the MSDS.

Role Name	Choose from the selections below. An individual may have more than one role but only one type per role.				
UIC Resolver	<input type="checkbox"/>	Request	<input type="checkbox"/>	View	<input type="checkbox"/>
Certifier	<input type="checkbox"/>	Edit	<input type="checkbox"/>	View	<input type="checkbox"/>
Supplemental Nutrition	<input type="checkbox"/>	Edit	<input type="checkbox"/>	View	<input type="checkbox"/>
Uploader	<input type="checkbox"/>	Edit	<input type="checkbox"/>	View	<input type="checkbox"/>
Quality Reviewer	<input type="checkbox"/>	Edit	<input type="checkbox"/>		<input type="checkbox"/>
Auditor	<input type="checkbox"/>	Edit	<input type="checkbox"/>		<input type="checkbox"/>
Student Search	<input type="checkbox"/>	View	<input type="checkbox"/>		<input type="checkbox"/>

Step 4: For the authorized individual: *Please sign below.*

I agree to abide by the regulations that govern the use of individual student data within the Family Educational Rights and Privacy Act (FERPA - 34 CFR Part 99) [\[link\]](#), the Privacy Act of 1974 [\[link\]](#) and the Richard B. Russell National School Lunch Act governing the use of free and reduced-price meal information. I also agree to protect my user identification and password from unauthorized use. I understand all access under my user ID is my responsibility.

Signature of Individual to be Authorized

Date

Step 5: For the chief administrator of the entity. *Please sign below.*

I attest that the above-named individual is authorized by me to perform the function identified above and to view/create and download data and reports in the Michigan Student Data System. I understand that these data and reports may include information governed by the Family Educational Rights and Privacy Act, the Privacy Act of 1974 and the Richard B. Russell National School Lunch Act.

Name of Entity

Date

Signature of Chief Administrator of Entity

Name and Title (Printed)

Step 6: Please fax this form to CEPI at: (517) 335-0488

E-mail questions to CEPI at: cepi@michigan.gov



For LEA and PSA district users requesting building-level access to specific buildings, list the buildings and entity codes below. This page must be submitted in conjunction with the completed page one.

[illegible]

Initials of the Chief Administrator of the Entity **Date**

E-mail questions to CEPI at: cepi@michigan.gov